

## 36TH DISTRICT COURT OF DETROIT (60)

### *AGENCY PLAN MISSION, GOALS AND BUDGET SUMMARY*

#### AGENCY MISSION:

The mission of the 36th District Court is to administer justice with fairness, equality and integrity, resolve matters before the court in a timely manner with trained and motivated staff, and provide courteous and prompt service in a manner that inspires public trust and confidence.

#### AGENCY GOAL:

Maintain and insure speedy, efficient and just litigation on all cases before the Court.

#### AGENCY FINANCIAL SUMMARY:

2002-03 <u>Requested</u>		2001-02 <u>Budget</u>	2002-03 <u>Recommended</u>	Increase (Decrease)
\$ 56,270,402	City Appropriations	\$ 46,755,797	\$ 49,887,447	\$ 3,131,650
\$ 56,270,402	Total Appropriations	\$ 46,755,797	\$ 49,887,447	\$ 3,131,650
\$ 18,059,750	City Revenues	\$ 16,956,750	\$ 17,803,899	\$ 847,149
-	State Reimbursements	2,499,168	-	(2,499,168)
\$ 18,059,750	Total Revenues	\$ 19,455,918	\$ 17,803,899	\$ (1,652,019)
\$ 38,210,652	NET TAX COST:	\$ 27,299,879	<u>\$ 32,083,548</u>	\$ 4,783,669

#### AGENCY EMPLOYEE STATISTICS:

2002-03 <u>Requested</u>		2001-02 <u>Budget</u>	04-01-02 <u>Actual</u>	2002-03 <u>Recommended</u>	Increase (Decrease)
519	City Positions	519	498	508	(11)
519	Total Positions	519	498	508	(11)

#### ACTIVITIES IN THIS AGENCY:

	2001-02 <u>Budget</u>	2002-03 <u>Recommended</u>	Increase (Decrease)
District Court - City	\$ 16,218,477	\$ 17,339,449	\$ 1,120,972
State Functions	<u>30,537,320</u>	<u>32,547,998</u>	<u>2,010,678</u>
	\$ 46,755,797	\$ 49,887,447	\$ 3,131,650

## **36TH DISTRICT COURT OF DETROIT (60)**

### ***36th DISTRICT COURT ACTIVITY INFORMATION***

#### **ACTIVITY DESCRIPTION: 36TH DISTRICT COURT**

The 36<sup>th</sup> District Court is a limited jurisdiction court serving the City of Detroit. The court has exclusive jurisdiction in all litigation up to \$25,000 and handles small claims and landlord/tenant proceedings. Criminal jurisdiction includes all misdemeanor criminal offenses and preliminary examination of felony offenses. Annual case filings exceed 450,000, the majority of which are handled in the Traffic and Ordinance Division. Michigan's largest limited jurisdiction court, the 36<sup>th</sup> District Court has 31 judges, 6 magistrates, and approximately 464 employees at a single location in downtown Detroit. The 36<sup>th</sup> District Court is one of the busiest courts in the nation. On a monthly basis more than 160,000 citizens conduct business at the court and in excess of 65,000 telephone inquiries are received.

#### **GOAL:**

To maintain and insure speedy, efficient and just litigation on all cases before the court.

#### **MAJOR INITIATIVES:**

In fiscal year 2002-03 the 36<sup>th</sup> District Court will continue with the implementation of its strategic plan, called "The Direction for Change, 36<sup>th</sup> District Court, 2005 Strategic Plan". The primary focus of the court is on updating and improving technology, putting court procedures on a website to allow for electronic case filings, and reviewing, reengineering and streamlining work processes.

Technology within the court has to be updated and improved in order to keep up with the added workload. During the next year, the 36<sup>th</sup> District Court will purchase three video conferencing systems to provide video arraignments for felony cases from all police precincts on a regular scheduled basis. Currently arraignments are done from two precincts at 1 p.m. daily.

The court will continue to provide free legal support to indigent individuals who commit misdemeanor offenses. Funding has been provided to pay for services provided by a legal services group to represent these individuals who otherwise would have financial constraints to support themselves.

#### **PLANNING FOR THE FUTURE:**

In order to continue to provide prompt service delivery to our customers, the court will continue to recruit and maintain the highest quality staff and provide training, technology, resources and support to meet the needs of internal and external customers.

To improve access to the court, the focus will be on the development of language aids to assist the public with court procedures. We plan to put court procedures on a website and allow for electronic filings. Court hours have been extended on Wednesdays until 6:30 p.m. to allow citizens to pay tickets after the normal 4:30 p.m.

The court is committed to reviewing and eliminating procedural access barriers. A task force was established to study parking for employees and the public. A consultant was contracted to assist the court in the reengineering of some processes and procedures.

The court is also working on providing electronic case filing and access to court information, establish additional kiosks, internet access, and an interactive voice response system.

To enhance external relations and public outreach, awareness, and education, the 36<sup>th</sup> District Court will evaluate the present automated telephone information system, make necessary improvements and provide training to staff. The court will explore and implement more effective ways of handling customer concerns. The court will designate representatives within the organization to attend community group meetings to exchange ideas and information. The college internship program within the court will be formalized and expanded.

In order to secure internal commitment to and alignment around a common long-term direction, a mentoring program will be established within the court. This program will assist lower level staff in their mobility to upper levels of the organization. Improving the organizational work culture/environment is an important goal of the court. Under this project, the court will train staff on project management, supervision, technology and

### **36TH DISTRICT COURT OF DETROIT (60)**

teambuilding/teamwork techniques. We will continue to strive for the development and implementation of fair and objective hiring/promotional practices to avoid the perception of favoritism.

**36TH DISTRICT COURT OF DETROIT (60)*****DISTRICT COURT MEASURES AND TARGETS***

Goals: Measures	1999-00 Actual	2000-01 Actual	2001-02 Projection	2002-03 Target
Criminal Division				
Felony	13,274	13,102	15,000	15,000
Misdemeanors	31,478	73,422	71,500	72,500
Civil Infractions	268	389	200	200
Traffic and Ordinance				
Misdemeanors	64,507	50,229	57,600	58,500
Civil infractions	214,035	222,988	248,000	251,000
Operating under the influence of Liquor (OUIL/OWI)	1,842	1,936	1,800	2,100
Civil Division				
General	33,890	34,845	37,300	38,000
Small Claims	4,565	4,688	5,000	5,500
Real Estate	38,241	38,892	43,600	44,200
Total Cases	402,280	440,491	480,000	487,000
<b>Activity Costs</b>	\$44,223,964	\$44,722,558	\$46,755,797	\$49,887,447

**CITY OF DETROIT**  
**36th District Court**  
**Financial Detail by Appropriation and Organization**

<b>Direct Costs</b> <b>District Court</b>	<b>2001-02</b> <b>Redbook</b>		<b>2002-03</b> <b>Dept Final</b> <b>Request</b>		<b>2002-03</b> <b>Mayor's</b> <b>Budget Rec</b>	
	<b>FTE</b>	<b>AMOUNT</b>	<b>FTE</b>	<b>AMOUNT</b>	<b>FTE</b>	<b>AMOUNT</b>
<i>APPROPRIATION</i> <i>ORGANIZATION</i>						
00393 - District Court						
600010 - Direct Costs	31	\$11,396,952	31	\$12,217,828	31	\$12,042,920
<b>APPROPRIATION TOTAL</b>	<b>31</b>	<b>\$11,396,952</b>	<b>31</b>	<b>\$12,217,828</b>	<b>31</b>	<b>\$12,042,920</b>
00663 - 36th District Security Reimbursement						
600035 - Court Security Reimbursement	0	\$4,821,525	0	\$5,075,000	0	\$5,296,529
<b>APPROPRIATION TOTAL</b>	<b>0</b>	<b>\$4,821,525</b>	<b>0</b>	<b>\$5,075,000</b>	<b>0</b>	<b>\$5,296,529</b>
<b>ACTIVITY TOTAL</b>	<b>31</b>	<b>\$16,218,477</b>	<b>31</b>	<b>\$17,292,828</b>	<b>31</b>	<b>\$17,339,449</b>

**CITY OF DETROIT**  
**Budget Development for FY 2002 - 2003**  
**Appropriations - Summary Objects**

	<b>2001-02 Redbook</b>	<b>2002-03 Dept Final Request</b>	<b>2002-03 Mayor's Budget Rec</b>
<b>AC0560 - District Court</b>			
<i>A60000 - 36th District Court</i>			
SALWAGESL - Salary & Wages	1,417,444	1,417,444	1,417,444
EMPBENESL - Employee Benefi	605,401	805,251	698,704
PROFSVCSL - Professional/Con	3,350,066	3,891,914	3,891,914
OPERSVCSL - Operating Servic	10,104,524	10,364,469	10,585,998
OTHEXPSSL - Other Expenses	741,042	813,750	745,389
<i>A60000 - 36th District Court</i>	<i>16,218,477</i>	<i>17,292,828</i>	<i>17,339,449</i>
<b>AC0560 - District Court</b>	<b>16,218,477</b>	<b>17,292,828</b>	<b>17,339,449</b>
<b>Grand Total</b>	<b>16,218,477</b>	<b>17,292,828</b>	<b>17,339,449</b>

## **36TH DISTRICT COURT OF DETROIT (60)**

### ***STATE TRANSFERRED FUNCTIONS ACTIVITY INFORMATION***

#### **ACTIVITY DESCRIPTION: STATE TRANSFERRED FUNCTIONS**

To exercise exclusive jurisdiction over Detroit civil claims under \$25,000, misdemeanor and ordinance violation cases and to perform all magisterial functions for felony criminal cases.

This activity encompasses the Thirty-Sixth District Court operations that were previously controlled by the State of Michigan, which were transferred to the City of Detroit when Public Act 374 of 1996 was enacted.

#### **ACTIVITY GOAL:**

To maintain and insure speedy, efficient and just litigation on all cases before the Court.

#### **MAJOR INITIATIVES:**

For the second fiscal year this budget includes accounting changes designed to generate more detail about Court operations. This Activity will continue to associate anticipated revenues from Court operations with expenditures, within existing DRMS Organizations. The operations to which the revenue was distributed consist of Traffic and Ordinance, Civil, Real Estate, Criminal and Court Administration. These changes will continue to provide the following:

- A point for identifying future trends in collected fines, fees and penalties. The establishment of a track record through this revenue distribution would assist in fostering ideas related to maximizing the Court's revenue sources, and possible additional sources of revenue.
- The ability to tie an increase, or decrease, in anticipated revenue to a particular Court operation to assist in better identifying revenue swings within the fiscal year and over time. This, in turn, would assist in making more accurate and detailed revenue projections throughout the fiscal year.
- A clearer presentation of those revenues that the State has the authority to affect as opposed to the revenue that the Court itself has the authority to alter, i.e., through an increase in fines, fees, etc. The accounting of this revenue into separate Organizations and accounts would also provide detailed information to those who lobby in the Court's interest in Lansing.

In fiscal year 2002-03 the 36<sup>th</sup> District Court will continue with the implementation of its strategic plan, called "The Direction for Change, 36<sup>th</sup> District Court, 2005 Strategic Plan". The primary focus of the court is on updating and improving technology, putting court procedures on a website to allow for electronic case filings, and reviewing, reengineering and streamlining work processes.

**CITY OF DETROIT**  
**36th District Court**  
**Financial Detail by Appropriation and Organization**

<b>Civil</b>	<b>2001-02 Redbook</b>		<b>2002-03 Dept Final Request</b>		<b>2002-03 Mayor's Budget Rec</b>	
	<b>FTE</b>	<b>AMOUNT</b>	<b>FTE</b>	<b>AMOUNT</b>	<b>FTE</b>	<b>AMOUNT</b>
<b>State Transferred Functions</b>						
<i>APPROPRIATION ORGANIZATION</i>						
05715 - State Transferred Functions						
600015 - Civil	99	\$4,761,047	0	\$6,049,082	97	\$4,929,208
600020 - Traffic	98	\$4,482,403	0	\$5,109,313	95	\$4,511,272
600025 - Docket Control	98	\$6,247,880	0	\$7,538,115	98	\$7,251,756
600033 - Probation	55	\$3,065,528	0	\$3,668,362	52	\$3,284,224
600045 - Information Services	33	\$2,019,147	0	\$2,419,668	33	\$2,274,315
600055 - Real Estate	19	\$859,777	0	\$1,048,807	19	\$1,463,459
600065 - Criminal	22	\$997,228	0	\$1,121,554	21	\$978,304
600070 - Chief Judge	15	\$1,144,582	0	\$1,475,616	15	\$1,404,479
600075 - Personnel	14	\$836,625	0	\$948,115	12	\$709,372
600080 - Judicial Assistant	7	\$508,786	0	\$521,419	7	\$509,753
600085 - Procurement	8	\$409,145	0	\$456,687	8	\$411,923
600090 - Fiscal Services	8	\$569,864	0	\$679,373	8	\$641,154
600095 - Central Records	5	\$253,287	0	\$306,315	5	\$283,422
600100 - Court Administration	2	\$4,014,893	0	\$7,087,989	2	\$3,389,458
600105 - Employee Relations	5	\$367,128	0	\$547,159	5	\$505,899
<b>APPROPRIATION TOTAL</b>	<b>488</b>	<b>\$30,537,320</b>	<b>0</b>	<b>\$38,977,574</b>	<b>477</b>	<b>\$32,547,998</b>
<b>ACTIVITY TOTAL</b>	<b>488</b>	<b>\$30,537,320</b>	<b>0</b>	<b>\$38,977,574</b>	<b>477</b>	<b>\$32,547,998</b>



**CITY OF DETROIT**  
**Budget Development for FY 2002 - 2003**  
**Appropriations - Summary Objects**

	<b>2001-02 Redbook</b>	<b>2002-03 Dept Final Request</b>	<b>2002-03 Mayor's Budget Rec</b>
<b>AC1560 - State Transferred Functions</b>			
<i>A60000 - 36th District Court</i>			
SALWAGESL - Salary & Wages	19,186,773	22,046,189	20,612,948
EMPBENESL - Employee Benefi	8,247,262	10,790,222	9,577,781
PROFSVCSL - Professional/Con	400,000	476,100	400,000
OPERSUPSL - Operating Suppli	367,800	867,520	803,700
OPERSVCSL - Operating Servic	693,600	881,174	773,449
CAPEQUPSL - Capital Equipmei	996,985	3,763,753	232,026
CAPOUTLSL - Capital Outlays/I	500,000	0	0
OTHEXPSSL - Other Expenses	144,900	152,616	148,094
<i>A60000 - 36th District Court</i>	<i>30,537,320</i>	<i>38,977,574</i>	<i>32,547,998</i>
<b>AC1560 - State Transferred Functions</b>	<b>30,537,320</b>	<b>38,977,574</b>	<b>32,547,998</b>
<b>Grand Total</b>	<b>30,537,320</b>	<b>38,977,574</b>	<b>32,547,998</b>

**CITY OF DETROIT**  
**Budget Development for FY 2002 - 2003**  
**Appropriation Summary - Revenues**

	2000-01 Actuals	2001-02 Redbook	2002-03 Dept Final Request	2002-03 Mayor's Budget Rec	Variance
<b>A60000 - 36th District Court</b>					
<i>00393 - District Court</i>					
422210 - Other Shared Taxes - T	1,328,330	707,306	707,306	711,455	4,149
449140 - Personal Services-Stat	1,421,630	1,417,444	1,417,444	1,417,444	0
<i>00393 - District Court</i>	2,749,960	2,124,750	2,124,750	2,128,899	4,149
<i>00442 - District Court Operations</i>					
448115 - Other Fees	5,712,111	0	0	0	0
448180 - Other Fees-Baliffs	1,115,841	0	0	0	0
455100 - Ordinance Fines-Traffic	7,398,079	0	0	0	0
455105 - Court Fines	174,400	0	0	0	0
472100 - Other Forfeits And Pen	1,462,418	0	0	0	0
<i>00442 - District Court Operations</i>	15,862,849	0	0	0	0
<i>05715 - State Transferred Functions</i>					
447585 - Other Reimbursements	5,099,824	2,499,168	0	0	(2,499,168)
448115 - Other Fees	0	5,132,331	5,665,000	5,605,000	472,669
448180 - Other Fees-Baliffs	0	687,642	500,000	500,000	(187,642)
455100 - Ordinance Fines-Traffic	0	6,788,280	8,200,000	8,000,000	1,211,720
455105 - Court Fines	0	819,276	170,000	170,000	(649,276)
472100 - Other Forfeits And Pen	0	1,404,471	1,400,000	1,400,000	(4,471)
<i>05715 - State Transferred Functions</i>	5,099,824	17,331,168	15,935,000	15,675,000	(1,656,168)
<b>A60000 - 36th District Court</b>	<b>23,712,633</b>	<b>19,455,918</b>	<b>18,059,750</b>	<b>17,803,899</b>	<b>(1,652,019)</b>
<b>Grand Total</b>	<b>23,712,633</b>	<b>19,455,918</b>	<b>18,059,750</b>	<b>17,803,899</b>	<b>(1,652,019)</b>

**CITY OF DETROIT**  
**MAYOR'S 2002/2003 RECOMMENDED BUDGET**

**36th District Court**

Appropriation	REDBOOK FY	DEPT REQUEST	MAYORS FY
Organization	2001 2002 FTE	FY 2002 2003 FTE	2002 2003 FTE
Classification			
<b>00393 - District Court</b>			
<b>600010 - Direct Costs</b>			
Judge - 36th District Court	31	31	31
<b>Total Direct Costs</b>	<b>31</b>	<b>31</b>	<b>31</b>
<b>Total District Court</b>	<b>31</b>	<b>31</b>	<b>31</b>
<b>05715 - State Transferred Functions</b>			
<b>600015 - Civil</b>			
Detroit Judicial Council Staff	99	99	97
<b>Total Civil</b>	<b>99</b>	<b>99</b>	<b>97</b>
<b>600020 - Traffic</b>			
Detroit Judicial Council Staff	98	98	95
<b>Total Traffic</b>	<b>98</b>	<b>98</b>	<b>95</b>
<b>600025 - Docket Control</b>			
Detroit Judicial Council Staff	98	98	98
<b>Total Docket Control</b>	<b>98</b>	<b>98</b>	<b>98</b>
<b>600033 - Probation</b>			
Detroit Judicial Council Staff	55	55	52
<b>Total Probation</b>	<b>55</b>	<b>55</b>	<b>52</b>
<b>600045 - Information Services</b>			
Detroit Judicial Council Staff	33	33	33
<b>Total Information Services</b>	<b>33</b>	<b>33</b>	<b>33</b>
<b>600055 - Real Estate</b>			
Detroit Judicial Council Staff	19	19	19
<b>Total Real Estate</b>	<b>19</b>	<b>19</b>	<b>19</b>
<b>600065 - Criminal</b>			
Detroit Judicial Council Staff	22	22	21
<b>Total Criminal</b>	<b>22</b>	<b>22</b>	<b>21</b>
<b>600070 - Chief Judge</b>			
Detroit Judicial Council Staff	15	15	15
<b>Total Chief Judge</b>	<b>15</b>	<b>15</b>	<b>15</b>

**CITY OF DETROIT**  
**MAYOR'S 2002/2003 RECOMMENDED BUDGET**

**36th District Court**

Appropriation	REDBOOK FY	DEPT REQUEST	MAYORS FY
Organization	2001 2002 FTE	FY 2002 2003 FTE	2002 2003 FTE
Classification			
<b>05715 - State Transferred Functions</b>			
<b>600075 - Personnel</b>			
Detroit Judicial Council Staff	14	14	12
<b>Total Personnel</b>	<b>14</b>	<b>14</b>	<b>12</b>
<b>600080 - Judicial Assistant</b>			
Detroit Judicial Council Staff	7	7	7
<b>Total Judicial Assistant</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>600085 - Procurement</b>			
Detroit Judicial Council Staff	8	8	8
<b>Total Procurement</b>	<b>8</b>	<b>8</b>	<b>8</b>
<b>600090 - Fiscal Services</b>			
Detroit Judicial Council Staff	8	8	8
<b>Total Fiscal Services</b>	<b>8</b>	<b>8</b>	<b>8</b>
<b>600095 - Central Records</b>			
Detroit Judicial Council Staff	5	5	5
<b>Total Central Records</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>600100 - Court Administration</b>			
Detroit Judicial Council Staff	2	2	2
<b>Total Court Administration</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>600105 - Employee Relations</b>			
Detroit Judicial Council Staff	5	5	5
<b>Total Employee Relations</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>Total State Transferred Functions</b>	<b>488</b>	<b>488</b>	<b>477</b>
<b>Agency Total</b>	<b>519</b>	<b>519</b>	<b>508</b>